



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

PART-TIME ADMINISTRATIVE ASSISTANT #327

Salary: \$16.34 - \$24.52 per hour

Open Until Filled. First Review of Applications: Friday, June 29, 2007

THE POSITION

The employee will work 20 hours per week at SCAG's satellite location in the City of Riverside. The work schedule will be 5 hours per day, Monday through Thursday. Under direction of the Business Operations Supervisor, the incumbent performs a variety of responsible administrative and secretarial duties for a small staff at the Riverside office.

The successful candidate will plan, organize, and oversee the operations and functions of the office; provide general office assistance to staff, maintain office equipment, prepare meeting agendas and minutes, and act as a liaison with other departments/elected officials regarding communications, projects, and events.

DESCRIPTION OF DUTIES

- Perform varied and responsible secretarial duties to assist in the processing and completion of administrative operations for staff.
- Prepare and post a variety of documents including agendas and meeting minutes.
- Order, receive, inventory, store, and distribute supplies, forms, and related items; prepare purchase orders; and maintain related records.
- Schedule meetings and prepare set up of meetings; coordinate videoconference calls.
- Record and transcribe minutes at meetings.
- Maintain office files; maintain electronic database of contacts.
- Organize and maintain SCAG library of documents.
- Coordinate and monitor special projects, assignments and activities; maintain control files on matters in progress and expedite their completion.
- Assist with large mailings.
- Assist with travel arrangements when needed
- Attend and participate in staff meetings and related activities.

THE IDEAL CANDIDATE . . .

- Has a strong service orientation.
- Takes the initiative to ensure deadlines are met.
- Has excellent written and oral communication skills.
- Has knowledge of public meeting requirements and procedures.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Equivalent to a high school diploma supplemented by specialized training and course work in business, administration, office practices, or a related field and two years of increasingly responsible administrative, secretarial, office management, or related experience.

ABILITY TO:

- Work under limited supervision within a broad framework of standard policies and procedures.
- Use independent judgment, initiative, and good human relations and problem solving skills in the application and follow through on decisions.
- Understand the organization and operation of SCAG and of outside agencies as necessary to assume assigned responsibilities.
- Analyze situations carefully and adopt effective courses of action.
- Maintain confidential data and information.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Operate modern office machines and equipment including computers, printers, copiers, and FAX machines; routinely use word processing and spreadsheet computer software applications.

KNOWLEDGE OF:

- Modern office procedures, methods, and equipment including computer equipment and applicable software programs.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Principles and practices of business letter writing.
- Principles and techniques used in dealing with the public.
- Word processing methods, techniques, and programs including spreadsheet and data base applications.
- Practices used in minute taking and preparation.
- Basic mathematical principles.

APPLICATION AND SELECTION PROCEDURE

Applicants must submit a completed SCAG application and supplemental questionnaire to:

Southern California Association of Governments
Attn: Human Resources Office
818 West 7th Street, 12th Floor
Los Angeles, California 90017.
(213) 236-1910 (213) 630-1493 fax
www.scag.ca.gov

All application materials must be received by Human Resources no later than 5:00 p.m. on the final filing date. Postmarks will not be accepted. The most qualified applicants will be invited to take a practical examination. The highest ranking applicants passing the practical examination will be invited to participate in the interview process.

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, and financial history may be conducted for certain classifications.
- Pre-employment medical and drug screening may be required prior to hire.
- Employees are required to serve a one-year probationary period. Supervisor, manager and director positions are employed through an annual contract.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans and two dental plans. SCAG contributes \$800/month towards insurance premiums with the cost difference paid out in cash. Dental and vision insurance are provided at no cost to employees. Life insurance, in the amount of \$50,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the California Public Employees' Retirement System (CalPERS) 2% @ 55 plan. SCAG pays the

employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available.

Employees do not pay into Social Security.

- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Part-time employees accrue 1.538 hours per payroll period.
- **Sick Leave:** Employees accrue 1.846 hours per payroll period.
- **Health, Dependent Care, and Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care, and parking.
- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$155 towards monthly bus pass, vanpool, or Metrolink, \$35 per month for ridesharing. In order to receive this benefit, employees must use one of the listed options at least 13 days per month.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

THE ORGANIZATION

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure, and institutional issues. The SCAG region includes six counties, one hundred eighty-seven cities, 38,000 square miles and a population of over 15 million. For more information on SCAG, please visit our website at www.scag.ca.gov.

SCAG is located in bustling downtown Los Angeles. Los Angeles (LA) is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment, and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. It is home to such professional sports organizations as the LA Lakers, Clippers, Sparks, Kings, and Dodgers. Downtown LA is easily accessible by Metrolink train, underground Metro, and bus.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.